Meeting Minutes

Monday, October 5, 2011

Attendance:  Diane Marsh, Jenny Stone, Cami Bowler, Joe Welch

1. **Reviewed Dr. Muhammad’s Seminar:** Notes are posted on the wiki page and all members reviewed and choose one thing that really related to them or our group.
   1. It was a positive meeting with excellent ideas.
   2. Singleton groups are a hard match as we still need to connect linear to our departments.
   3. That we are a team.
   4. Learning styles are important and relates to what we are doing.
   5. Middle school students don’t always know the right decisions and we need to set boundaries. “You need to come in on Monday at lunch to finish this project.” Make decisions for them.
2. **Align with high school departments:** We are all going to contact our high school departments to see if we can observe their PLC/Department meetings during the November 2 early release. We need to have made contact before the October 26th PLC meeting to report back if we are going to attend.
3. **Review and Refined Reflection checklist:** We made changes to the reflection checklist in continuing with the changes that were made by Joe and Jenny to relate to woodshop as well as other classes. The reflection will be set up with generic questions and then specific questions for each activity class. Diane will update and complete the form for all to use.
4. **Learning Styles:** Joe is going to present the learning styles within the next week to ensure all students have had an opportunity to discover how they learn best.
5. **Converting points to $:** Joe suggested that grading for the extended learning projects be converted to money to continue the idea of learning life-long/job related skills in our classes.
6. **Grading Ideas:** Diane informed her students that they would be grading their own projects next week. This will eliminate additional grading for teachers as well as help students develop more reflecting skills.
7. **Reflection Schedule:** Cami review the reflection schedule per quarter and minor changes were added.
   1. **Quarter 1 –** Checklist
   2. **Quarter 2 –** Planning including sequential/organization skills
   3. **Quarter 3 –** Determine strengthens and problems
   4. **Quarter 4 –** Epic Questions
      1. Tell a friend how to do the project
      2. Can up apply anything that you learned in any activity class outside of school?
8. **Project Count Down:** We all agreed to have a project count down on the white board to help students remember when their projects were due.
9. **End of the year:** As a form of parent contact, Jenny suggested we have a “something to remember” folder for parents to see at the year of the year. We will revisit this as the time gets nearer.